

CIA INTERNAL USE ONLY

12 August 1959

OFFICE OF PERSONNEL MEMORANDUM NO. 20-635-1

SUBJECT: Office of Personnel Suggestion Awards Panel

1. Employee suggestions which pertain to personnel matters and functions of the Office of Personnel are referred by the Management Staff to this Office for comment and evaluation prior to final consideration by the Agency's Suggestion Awards Committee.

2. An Office of Personnel Suggestion Awards Panel is hereby established to assist in the evaluation of employee suggestions. The Panel as a group or individual members, as appropriate, will review all suggestions referred to this Office to ensure that our comments and evaluations are adequately coordinated and reflect consideration of each proposal's potential effect on the operations of the Office of Personnel.

3. The Deputy Executive Officer will serve as Chairman of the Panel. The Chiefs, Benefits and Casualty Division, Personnel Operations Division and Records and Services Division will each nominate one senior employee to serve as a regular member of the Panel for a period of one year. Additional members will be nominated by their Division Chiefs to assist in the evaluation of specific suggestions as required and upon request of the Chairman.



Acting Director of Personnel

STAT

DOCUMENT NO. _____
NO CHANGE IN CLASS ☒
☐ DECLASSIFIED
CLASS. CHANGED TO: TS S C
NEXT REVIEW DATE: _____
AUTH: HR 70-2
DATE 1 JUN 1981

CIA INTERNAL USE ONLY

OPM 12-59

Approved For Release 2003/05/05 : CIA-RDP80-00679A000300010008-6